

**Ordering and Implementing Instructions for  
Contract Training to Conduct  
Safety Courses at the Unit's Site  
7 February 2007**

1. The purpose of this contracted training is to give units the possibility to conduct Safety courses at the unit's home station. The contractor is Alamo Safety Organization (ASO).
2. Part I provides ordering and implementing instructions (OII) for the use of the USAREUR-wide contract W912CM-05-D-0003. It contains course descriptions, special requirements and cost. Para 4 of this document describes ordering procedures, responsibilities of the requiring activity, the contractor and CATC POCs. The Contractor (ASO) will only conduct courses at the unit's site in Germany or other European countries when scheduled in conjunction with SOC40 CATC resident courses (before or after). The training is unit funded.
3. Part II is a sample unit request. Only requests approved by the unit MACOM G3 and the USAREUR Safety will be processed
4. Part III is a sample MIPR to be prepared by the requiring activity.
5. Part IV is the Course Manger Checklist, which has to be filled out by the unit POC and the instructors, and student critiques to be filled out by each attending student.
6. POC is Andrea Hampl at 476-2709 or Maria Hertzog at 476-2702.

## PART I Description/Ordering Procedures

1. General. Under this contract W912CM-05-D-0003, the following services are available (CLINs and cost valid until 31 Dec 08):

Contract Line Item Number (CLIN)	Type of Training	Max Class Size	Length of Training	Costs (Valid Until 31 Dec 08)
<b>Safety Officer Course (SOC 40)</b> conducted at				
3001AB	sites in GE	40	5 days	\$15,031.00
3001AC	sites in EU other than GE	40	5 days	\$15,268.00
3001AD	sites throughout the USA	40	5 days	\$14,236.00
<b>Senior NCO Safety Orientation Course (SNSOC)</b> conducted at				
3002AA	sites in GE	30	3 days	\$11,197.00
3002AB	sites in EU other than GE	30	3 days	\$11,374.00
<b>Occupational Safety Health Hazards Compliance Course (OSHA)</b> to be conducted at				
3003AA	sites in GE	30	4 days	\$13,112.00
3003AB	sites in EU other than GE	30	4 days	\$12,101.00
<b>Aviation Accident Prevention Course (AAPC)</b> conducted at				
3004AA	sites in GE only	40	10 days	\$30,906.00
<b>Accident Investigation Course (AIC)</b> conducted at				
3005AA	sites in GE	30	4 days	\$12,637.00
3005AB	sites in EU other than GE	30	4 days	\$13,112.00

### 2. Course Description

a. **Safety Officer and NCO course (SOC40)** is available to be conducted at US Army installations throughout Germany and Europe as required. This course is also available at installations throughout the USA for units deploying to the Balkans.

This course is designed to provide entry level training for unit safety personnel in the laws, standards, and regulations applicable to tactical and garrison operations; risk management; motor maintenance operations; unit safety program organization and management; safety standards for ammunition, explosive, and POL handling and storage; wheeled and tracked vehicle safety; railhead operations; range and bivouac safety; fire prevention; accident investigation and reporting procedures, and safety in tactical operations.

SOC40 is a five (5) day course and will have a maximum enrollment of forty (40) students.

b. **Senior NCO Safety Orientation Course (SNSOC)** is available to be conducted at US Army installations throughout Germany and Europe as required.

This course is designed to provide Senior NCOs an understanding of their responsibilities as leaders and give them an overview of basic Army safety standards and regulations applicable to both tactical and garrison operations; value programming; elements of the unit safety program accident causation; risk management; maintenance related accident prevention; stress and fatigue; Army motor vehicle and POV accident prevention; accident investigation and reporting; noise and hearing conservation; fire protection; the identification of high risk individuals and controlling the subtle breakdown of discipline.

SNSOC is a three (3) day course and will have a maximum enrollment of thirty (30) students.

c. **OSHA Compliance Management course (OSHA)** is available to be conducted at US Army installations throughout Germany and Europe as required.

This course is designed to provide students with sufficient knowledge to enable them to recognize and eliminate or reduce occupational safety and health hazards and conduct safety and occupational health inspections of work sites IAW chapter 4 of AR 385-10. It will assist students in the development of skills needed to manage OSHA related programs in their respective organizations. The students will learn to carry their professional safety attitudes into their personal and family lives.

OSHA is a four (4) day course and will have a maximum enrollment of thirty (30) students.

d. **Aviation Accident Prevention course (AAPC)** is available to be conducted at US Army installations throughout Germany as required.

This course is designed to provide training in Army aviation mishap prevention concepts and programs with emphasis on pre-accident planning, airfield survey and mishap investigation. Also covered are human factors, aircraft design and performance. A field trip to perform an Aviation Mishap Prevention Survey on an airfield facility will be conducted.

AAPC is a ten (10) day course and will have a maximum enrollment of forty (40) students.

e. **Accident Investigation Course (AIC)** is available to be conducted at US Army installations throughout Germany and other European countries as required.

This course focuses on accident investigation in accordance with the procedures found in AR 385-40 and DA Pam 385-40, which are the primary publications utilized in Army Accident Investigation. In addition, the course covers USAREUR unique requirements in UR Reg 385-40. The course covers the appointment, organization, and duties of accident investigation boards as well as the techniques of investigation to be utilized in the investigation of any class of army accident, on or off duty (Encl 1 lists all lessons which will be covered during the course of instruction).

AIC is a four (4) day course and will have a maximum enrollment of thirty (30) students.

### 3. Material and Equipment requirement.

a. The requiring activity has to provide classroom space and material as listed below:

- (1) Office space with desk and chairs, sufficient for 2 instructors.
- (2) Classroom with table and chair for each student.
- (3) One chalkboard, chalk, and eraser.
- (4) Pencils, markers, and paper for students.
- (5) One multimedia projector.
- (6) Two 25 inch TV sets with stands.
- (7) One each ½ inch ¾ inch VCR.
- (8) One projection screen 6' x 8'.

b. The contractor will provide all required student handouts and workbooks. For SOC40, CATC will mail the student workbooks to the unit.

### 4. Responsibilities.

a. **Requesting unit/activity will:**

In order to conduct a Safety course at the units' site, the following instructions have to be followed:

(1) To order the course, the requesting activity will submit a memorandum (see sample request) through their MSC requesting concurrence for the training. To allow for processing and coordination, CATC must receive requests no less than 60 days out. Mailing address is HQ CATC, ATTN: AEAGC-TD-CT, Unit 28038, APO AE 09112, faxed to DSN 476-2400, Email: [contract.training@eur.army.mil](mailto:contract.training@eur.army.mil).

(2) Funds will be provided via MIPR (DD Form 448) to pay for the training.

(3) The MIPR will be mailed or faxed 60 days prior requested training date to HQ CATC, ATTN: AEAGC-TD-CT, Unit 28038, APO AE 09112, FAX DSN 476-2400, or emailed to [contract.training@eur.army.mil](mailto:contract.training@eur.army.mil)

(4) The MIPR will include:

- (a) Course Title, appropriate CLIN, and Contract Number (see attached sample)
- (b) Number of courses ordered (quantity), unit of issue (ea), cost per course and total cost
- (c) Training dates.
- (d) Complete accounting and appropriation data.
- (e) Contractor: ASO

(5) Submit the completed MIPR thru Resource Management (RMO) or Comptroller to HQ CATC, ATTN: AEAGC-TD-CT, Unit 28038, APO AE 09112; Fax 476-2400, Email [contract.training@eur.army.mil](mailto:contract.training@eur.army.mil)

(6) NLT 3 weeks prior to scheduled training input names of attendees into ATTRS. For more info, please contact the Contract Training Section POC.

(7) Prior to beginning of training ensure all government furnished materials and equipment are in place and the classroom/conference room is prepared for training.

(8) Ensure that all students scheduled for the training are available. Ensure max class size is utilized.

(9) Canceling or Rescheduling of the course. The unit must notify Contract Training more than 15 days before scheduled course date or they will have to pay incurred costs like travel expenses, shipping of course material, etc.

(10) If required, obtain temporary installation passes for contractor personnel.

(11) Student Roster. Fax or email student roster to Contract Training by 1000 hrs on the first day of class. See email and/or fax # above.

(12) Evaluation of the received training.

(a) The Unit POC is required to fill out the Course Manager Checklist, which will be provided by the Instructor, to report any shortcoming or deficiency. Also excellent performance shall be reported and noted in the remarks section. This report is required to monitor the contractor's performance under the contract.

(b) Each student will fill out student critique sheets to be used as quality assurance measure by the Government.

**b. Contractor will:**

- (1) Contact unit for coordination prior to scheduled training.
- (2) Provide all student materials identified above.
- (3) Have instructor(s) present at identified site and time as specified in the delivery order to provide training.
- (4) Submit invoice together with enrollment report, the student critiques and course manager (unit POC) checklist to the Contract Training Section CATC NLT 30 days after course completion.

**c. Contract Training, CATC, will:**

- (1) Coordinate scheduling of all contract training with requesting activities and contractor.
- (2) Monitor quantities ordered against contract.
- (3) Prepare Acquiline PR&C thru appropriate offices to Contracting and ensure a Delivery Order has been issued prior to start of training.
- (4) Receive invoice from contractor and certify receipt and acceptance of services. Complete inspection and acceptance documents. Forward documents to appropriate offices.
- (5) Initiate corrective action, if deficient contractor services where reported by the unit POC.

## **PART II, SAMPLE TRAINING REQUEST**

OFFICE SYMBOL

Date

MEMORANDUM THRU

Your MSC G3 (OFFICE SYMBOL) Unit address, APO AE 09XXX.

FOR Combined Arms Training Center, ATTN: AEAGC-TD-CT, UNIT 28038, APO AE 09112

SUBJECT: Request SOC40 CMTT

1. Request a SOC 40 MTT course for 1/20 ABC at Swampy Kaserne in Breitenbach.
2. 1/20 ABC has 40 personnel scheduled to attend the course. The requested and already coordinated training date is 13-17 Aug 07. Location of the training will be building 1250, room 16. All required equipment listed in the OII is available and will be set up for the course as required.
3. The required funds are provided via attached MIPR (DA Form 3953).
4. MSC G3 Representative and unit POC:

Requestor Signature Block

# PART III, SAMPLE MIPR



Mipsoc.fpk

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED 6 February 2007		5. MIPR NUMBER	
7. TO: COMMANDER JOINT MULTI NATIONAL TRAINING COMMAND, G8 ATTN: AETT-RM-BM (MS. ARBOGAST) UNIT 28130 APO AE 09114				8. FROM: <i>(Agency name, telephone number or signature)</i> REQUESTING ACTIVITY RESOURCE MANAGEMENT ADDRESS			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND ACQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.							
ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>	QTY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>		
01	Funds are provided herewith to fund costs for Safety Courses to be conducted in Amsbach, IAW Contract W912CM-05-D-2003 OSHA, 21-25 May 07, CLIN 2003AC AIC, 20-24 Aug 07, CLIN 2005AA Contractor: ASO	1	EA	\$11,416.00	\$11,416.00		
	Funds must be obligated by either contract or delivery order no later than 30 Sep 07. Obligation document (signed contract or delivery order) must be provided to the technical point of contact (POC) and the budget office address block in block 8 not later than 30 Sep 07.	1	EA	\$11,922.00	\$11,922.00		
02	Request DD Form 448-2 (Acceptance of MIPR) be forwarded to address shown in block 8 upon approval of a Fund Certifying Officer.						
03	POC of funds is listed in block 8. Please either mail and/or fax copies of obligation document(s) (Billing statement) to the address in block 8.						
04	Technical POC is CPT Smith at DSN 123-4567.						
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL \$23,338.00	
12. TRANSPORTATION ALLOTMENT <i>(Use if FOS Contractor's photo)</i>				13. MAIL INVOICES TO <i>(Payment will be made by)</i> To be filled out by Resource Management PAY OFFICE DODAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
AFSN	APPROPRIATION	ENVIRONMENTAL CLASSIFICATION	MODIFICATION	AVAILMENT			
		To be filled out by Resource Management			\$23,338.00		
15. AUTHORIZING OFFICER <i>(Type name and title)</i> To be filled out by Resource Management				16. SIGNATURE To be filled out by Resource Management		17. DATE	

DD FORM 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

LEADERS 4011



## PART IV COURSE EVALUATION

### COURSE MANAGER CHECKLIST FOR CONTRACTED COURSES

The original completed copy of this form will be submitted at the end of the course, will accompany the appropriate student comment sheets, and become a permanent record of contract performance.

Course: \_\_\_\_\_

Date and Location: \_\_\_\_\_

Instructor (s): \_\_\_\_\_

1. Government Responsibilities: (Specify any deficiencies under remarks)

- a. YES    NO    Were all government furnished equipment and items furnished?
- b. YES    NO    Were all government furnished instructional items furnished?
- c. YES    NO    Was the class roster provided to the contractor at the start of the class?
- d. YES    NO    Were students present then training was scheduled to start?
- e. YES    NO    Was the number of students in class within the maximum class size
- f. YES    NO    Were students missing during portions of the scheduled training period? If yes, specify reason.
- g. YES    NO    Other deficiencies (specify) ?

2. Contractor Responsibilities: (Specify any deficiencies under remarks).

- a. YES    NO    Were government approved lesson materials presented?
- b. YES    NO    Was the proper number of instructors provided as required by the contract?
- c. YES    NO    Was all required equipment ready when class started?
- d. YES    NO    Were all required references available to the student?
- e. YES    NO    Were the instructors prepared for class?
- f. YES    NO    Were instructors technically knowledgeable?
- g. YES    NO    Was every lesson objective completed even if time available required some shortening of classes?
- h. YES    NO    Were there any adverse instructor observations?
- i. YES    NO    Other deficiencies (specify)?

3. Course improvement: Under remarks, identify any course deficiencies and propose solutions to improve instruction.

Remarks:


YES NO This course was satisfactorily presented.

YES NO This course was cancelled for reasons shown under remarks above. \_\_\_\_ hours of the scheduled \_\_\_\_ hours were presented.

YES NO In my opinion, the deficiencies noted under remarks above caused this course to be unsatisfactorily presented.

\_\_\_\_\_  
Unit POC                      DATE

I concur/nonconcur with the Unit POC's assessment. My comments are added or are appended on a separate page.

\_\_\_\_\_  
Instructor                      DATE

**COMBINED ARMS TRAINING CENTER  
SUSTAINMENT TRAINING BRANCH**

**STUDENT CRITIQUE**

Purpose: This information will be used to assist CATC to improve this course. Please provide comments below.

**Course Title:** \_\_\_\_\_ **Student Rank:** \_\_\_\_\_ **Class #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Part I: General Directions: Check the box that applies to each area.

	(Excellent)	(Good)	(Poor)
1. Quality of Instruction	[ ]	[ ]	[ ]
2. Instructor Presentation	[ ]	[ ]	[ ]
3. Training Aids/Equipment	[ ]	[ ]	[ ]
4. Classroom/Shop Area	[ ]	[ ]	[ ]
5. Study Assignments	[ ]	[ ]	[ ]
6. Practical Exercises	[ ]	[ ]	[ ]
7. References, Handouts	[ ]	[ ]	[ ]
8. Subject Matter Covered	[ ]	[ ]	[ ]

**Part II: Please answer the following questions and provide a brief explanation for each answer given.**

**1. What training, if any, have you received in the subject matter covered prior to attending this course?**

\_\_\_\_\_

**2. Do you feel that the duration of the course was adequate for the amount of information presented?**

\_\_\_\_\_

**3. Would you add any additional subjects/tasks to this course? If so, what would they be and why?**

\_\_\_\_\_

**4. Would you delete any of the subjects/tasks in this course? If so, which one(s) and why.**

\_\_\_\_\_

\_\_\_\_\_  
Please continue to answer questions on reverse of this form.

Part II – Continued

**5. Were the references, handouts, training aids adequate? (i.e. pertinent to the training, current, readable, etc...)**

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**6. Do the facilities present an adequate environment for training? (i.e. classroom, shop area, etc..)**

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**7. Was any part of the instruction too difficult to understand?**

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**8. What subjects did you believe were the most effective in the course?**

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**9. What subjects did you believe were the least effective in the course?**

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**10. Which instructor(s) was (were) the most or least effective during the course.**

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**Additional Comments:**

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